



Administrative Regulation

Pregnancy Accommodation

Policy #	03-07.13
Effective Date:	August 30, 2021
Revision Date:	N/A
Owner:	Human Resources

Purpose:

To explain the City of Springfield's Policy and Procedures regarding Pregnancy Accommodation.

Scope:

This regulation applies to all employees.

Policy:

Employees who are concerned that their pregnancy, childbirth, or a related medical condition (including lactation) will impact their ability to work should contact Human Resources to discuss their options for continuing to work and, if necessary, leave of absence options. The City will provide one or more reasonable accommodations pursuant to this policy for employees with known limitations unless such accommodations impose an undue hardship on City operations.

Although this policy refers to "employees," the City will apply this policy equally to an applicant with known limitations caused by pregnancy, childbirth or a related medical condition.

Procedure:

1. Requesting a Pregnancy-Related Accommodation

- 1.1. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to work.
- 1.2. All requests for accommodation should be made in writing to Human Resources and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, information from the employee's doctor may be needed to assist the City and the employee to find an effective accommodation, or to verify the employee's need for an accommodation.
- 1.3. Both the City and employee must monitor the employee's accommodation situation and make adjustments as needed.

2. No Discrimination, No Retaliation

- 2.1. The City prohibits retaliation or discrimination against any employee who, under this policy: (1) asks for information about or requested accommodations; (2) uses accommodations provided by the City; or (3) needs an accommodation.
- 2.2. Employees who ask about, request or use accommodations under this policy and applicable Oregon law have the right to refuse an accommodation that is unnecessary for the employee to perform the essential functions of the job or when the employee doesn't have a known limitation.
- 2.3. Under Oregon law, an employer can't require an employee to use sick leave, OFLA, and FMLA if a reasonable accommodation can be made that doesn't impose an undue hardship on the operations of the City. Also, no employee will be denied employment opportunities if the denial is based on the need of the City to make reasonable accommodations under this policy.
3. Leave of Absence Options for Pregnant Employees
 - 3.1. Employees who are pregnant or experiencing pregnancy-related medical conditions should also be aware of their leave of absence options under Oregon's sick leave law, the Oregon Family Leave Act and the Family Medical Leave Act.

Definitions

1. *"Reasonable accommodation"* includes changes to the workplace or the way job duties are customarily performed that provides an equal employment opportunity to an individual with a disability. Common types of accommodations include:
 - 1.1. Acquisition or modification of equipment;
 - 1.2. Changes in the physical layout of a work environment to eliminate or reduce barriers;
 - 1.3. Elimination of non-essential job duties;
 - 1.4. Modifications of an individual's work schedule while continuing to meet business requirements; and
 - 1.5. Modifications to the building where an individual performs work

Resources:

1. [Americans with Disability Act \(ADA\) Administrative Regulation](#)
2. [Family Medical Leave Administrative Regulation](#)
3. [Paid Time Off \(PTO\) Administrative Regulation](#)
4. [Sick Leave Administrative Regulation](#)
5. [Vacation Administrative Regulation](#)
6. [Rest Period for Expression of Milk Administrative Regulation](#)

CREATION (Original):

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.			
Approved By:	Nancy Newton, City Manager	Dates:	8/30/21
Author: Chaim Hertz, Director of Human Resources			
Responsible Party: Human Resources			
Replaces: N/A			

PERIODIC REVIEW:

Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
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REVISIONS:

Version #2:	Responsible Party:			
	Revised By:			
	Approved By:		Date:	
	Reason/Summary of Changes:			